

OPERATIONS

Position: Office Associate

Position Type: Part Time, Mission Staff Missionary

Reports to: Office Manager (LeRyn)

Position Summary:

The Office Administrator will report directly to the Office Manager and will oversee the cleanliness and environment of the Damascus National Office. You will be responsible for creating and executing systems to maintain order and cleanliness in the National Office. Additionally, you will be responsible for facilitating an effective work environment, ensuring materials are stocked and spaces are operating as designed. This associate will also assist in responding to phone calls, voicemails, and emails, as well as welcoming visitors.

Key Results Areas:

1. Ownership of office cleanliness and orderliness
2. Ordering and maintaining inventory of office supplies, coffee stations, and paper products
3. Assist in phone calls, voicemails, emails, organizing mail, and welcoming visitors
4. Summer: Responsibilities typically remain consistent through Summer

Start Date: Summer or Fall 2023

Note: This may be paired with another part-time operations position

TO APPLY:

1. Read the attached pages 3-5, "What does it mean to be a Damascus Mission Staff Missionary?"
2. Write a 1-2 page application answering:
 - a. Why are you interested in this missionary staff position?
 - b. What gifts do you bring to the table that will enable you to succeed in this missionary staff position?
 - c. If applying for more than one position, feel free to shorten/combine applications.
3. Email application with a current resume to Dan@damascus.net and monica@damascus.net.



WHAT DOES IT MEAN TO BE A DAMASCUS MISSIONARY STAFF MEMBER?

The Call To Lay Ecclesial Ministry: Damascus is a lay ecclesial movement. We are a community of missionaries seeking to bring revival to the Catholic Church. Those who are called into this missionary endeavor have been called by God and have freely responded to that invitation with a generous “yes.” This missionary call is not simply a job, but rather, more properly understood as a vocational calling - a particular way to live holiness and mission in the life of the Church today. A vocation is not something you clock in and clock out of, rather, it's an invitation that is responded to with the whole of your life. (for further reading, reference JP II's [Christifideles Laici](#) and the USCCB's [Co-Workers in the Vineyard](#))

An Integrated Healthy Lifestyle: As a missionary community, we want to burn brightly without burning out. We strive to live a healthy life where family, community, sabbath, and personal passions and dreams are fully integrated with an "all in" mentality for the sake of advancing the Kingdom of God. As missionaries, we should avoid at all times a mindset that would “count the cost,” understanding that some seasons in our way of life call for heavier schedules than other seasons.

A Missionary Community: A missionary call will demand a portion of your life in a way a job would not, and so, as a community, we are committed to the mission and the communal life we are called to, not merely the job function we are assigned. This means some times throughout the year, even if your job responsibilities don't require it, you may be asked to be at functions for the sake of our community time together.

One Missionary Body. Many Parts: Each member of this community serves the mission in different ways. Some members have mission positions that are more easily structured with set hours and balanced weeks, while others have mission positions that require random hours and unbalanced weeks. Some members have mission positions that are inward facing and require more time on campus, while other members have mission positions that are outward facing and require more time off campus. As one body, we have many parts. No matter the mission position, careful attention should be given not to compare oneself with others. Additionally, every job function within the community should be seen as valuable missionary work. The franciscan who cooks for his community or the benedictine who maintains the grounds for the abbey are no less religious than those with more public ministry responsibilities.

EMPLOYMENT BENEFITS

Full-time Mission Staff will receive the following employment benefits:

- **Healthcare:** Damascus provides a SIMPLE IRA retirement/investment opportunity and comprehensive healthcare benefits through Medishare MEC in combination with Samaritan Ministries and a Health Savings Account.
- **Camper Discount:** One free week of CYSC every summer for each middle and high school child.
- **Childcare:** To recognize the additional demands of summer camp staff, Mission Staff who work full-time on-site in CYSC leadership will have the option of free on-site childcare for their children.
- **Summer Break:** Mission Staff who work full-time on-site in the leadership of CYSC will be asked to take 5 days of additional paid time off on a week at the conclusion of summer that will be pre-determined and consistent.
- **Early Registration:** Staff will be invited to register two family members 24 hours early for CYSC.

- **Continuing Education:** Damascus will pay tuition for any full-time Mission Staff who enrolls and completes one approved class per semester through Franciscan University or another approved partner program or University. Pre-approval must be obtained from an Executive Director.
- **Work-week Meals:** Meals are provided free of cost when CYSC or Retreats are in session. Please advise the Kitchen Manager if you have specific dietary needs.

MISSION SUPPORT RAISING

Mission staff engage in the organizational advancement strategy of Damascus to support its rapidly growing mission and to facilitate long-term impact in the lives of their mission partners. Their success is enabled through dedicated mission support-raising training and ongoing coaching. Total mission staff compensation is comprised of three components unique to the role of each individual. (1. Anchor) Damascus is committed to becoming the anchor mission support partner of every member of its mission staff. (2. Minimum) To equip individuals to engage effectively in the MSR program, Damascus establishes a minimum support raising commitment that is expected of each missionary as a function of employment. The combination of anchor support (1) and minimum commitment (2) equals individual base compensation which is paid from the date of hire. (3. Maximum) All gifts made to Damascus through a mission staff relationship will be attributed toward the individual's total compensation and are paid dollar for dollar after the individual's minimum commitment (2) is met, up to the established maximum opportunity level (3), with up to \$10,000 recognized per individual donor.